



U.S. Department of Justice

Federal Bureau of Prisons

Federal Medical Center

Institution Supplement

NUMBER: DEV 5267.06F
DATE: May 26, 2004
SUBJECT: Visiting Regulations
OPI: Correctional Services

1. **PURPOSE:** It is the intent of this Institution Supplement to establish visiting hours and procedures at the Federal Medical Center and the Federal Prison Camp, Devens, Massachusetts.
2. **DIRECTIVES AFFECTED:**
 - a. Directives Referenced: Institution Supplement DEV 5510.09, Searching/Detaining or Arresting Persons Other Than Inmates, Program Statement 5510.09, Searching/Detaining or Arresting Persons Other Than Inmates, Program Statement 5267.06, Visiting Regulations, dated May 17, 1999, and Program Statement 1315.07, Inmate Legal Activities, dated November 5, 1999.
 - b. Directives Rescinded: Institution Supplement DEV 5267.06E, dated February 12, 2003.
3. **CORRECTIONAL STANDARDS REFERENCED: ACA REFERENCES:** American Correctional Association Standards, 4th edition, for Adult Facilities are referenced; 4-4267, 4-4449, 4-4454, 4-4503, 4-4499, 4-4500, 4-4504, and 4-4285.
4. **PROCEDURES:**
 - A. **VISITING FACILITIES/STAFF:**

A multi-purpose visiting room is provided. Individual attorney/client rooms are available. The visiting room has restrooms which may be used by visitors. Inmates will use the restroom located in the search room. Use will be under direct staff supervision. Visitors at the FPC will utilize the designated area for visiting. This includes the Visiting Room and outside picnic area.

Directions to and from FMC, FPC Devens, and an overview of visiting procedures and regulations are provided in Attachment #1. Inmates are responsible for mailing a copy of Attachment #1 to prospective visitors prior to their first visit. Copies of Attachment #1 can be obtained from a Correctional Counselor.

B. VISITING OPERATIONS:

The following are the hours of operation for the visiting room:

FMC: Thursday through Sunday and Federal holidays, 8:00 AM - 3:00 PM. Closed Monday through Wednesday, except Federal holidays.

FPC: Saturday, Sunday and Federal Holidays, 8:00 AM - 3:00 PM.
Friday, 1:00pm - 8:00pm.

Inmates will be afforded a total of twelve (12) points for the opportunity to visit per calendar month. The points used shall be dependent upon which day the visit occurs. Two (2) points will be used for each weekend day/Federal Holiday visit, and one (1) point will be used for normal weekday visits (Thursday and Friday). No Point system will be used at the FPC.

Should the visiting room become overcrowded, visits ordinarily will be terminated on a first-in, first-out basis. However, consideration will be given to the frequency and length of travel. Unusual circumstances which might warrant exceptions to these criteria should be determined by the Operations Lieutenant, in consultation with the Institution Duty Officer.

Visiting shall be recorded on a daily basis regardless of whether the visitor stays the entire day or only half the day. If an inmate visits part of a day and departs the visiting room prior to the arrival of another visitor, the second visit will be counted as a separate visit. Point(s) will be totaled for each visit.

Additional visits beyond the basic total of twelve (12) points per month must be requested in writing and approved in advance by the Associate Warden (Programs). The Unit Manager will make a recommendation regarding the proposed special visit. If approved by the Associate Warden (Programs), the approval memorandum or Request to Staff Member will be forwarded to appropriate Unit staff for entry of all relevant data in the visiting computer program.

Additional visits will be granted only for serious medical illness, a family emergency, or other reasons deemed appropriate by staff and approved by the Associate Warden (Programs) or the Operations Lieutenant during non-working hours.

All special visits, at times other than normal posted visiting hours, will first be approved by the Associate Warden (Programs). The Chaplain will be responsible for investigation and approval of requests for clergy visits. The Chaplain will provide an authorization memorandum for this type of visit. Approval procedures for other types of special visits are addressed in section D (2) of this Institution Supplement. Unit staff will

ordinarily supervise and escort to and from special visits, to include Attorney and Legal Staff visits. During non-Visiting hours, supervising staff will escort visitors (Special Visits) to and from the visiting room.

C. VISITING LISTS:

1. Inmates may initiate a visiting list by completing Attachment #2 for the FMC, Attachment #2A for the FPC, and providing the form to their assigned Correctional Counselor. These visitors can include immediate family, other relatives, and up to ten(10) friends and associates. Non-immediate family members are considered to be friends and associates.
2. Inmates will be responsible for obtaining Form BP-629, as described in Program Statement 5267.06, Visiting Regulations, dated May 17, 1999 and Visiting Assistance And Information (Attachment #1) of this Institution Supplement, from their Correctional Counselor and mailing them to each prospective visitor. Any falsification or omission of information on the BP-629 form may result in the prospective visitor being denied entrance to the institution.

Upon the return of the prospective visitor's forms, the Correctional Counselor will complete an NCIC check. NCIC checks will be completed for all non-immediate family members and friends. Immediate family can be verified through the Pre-Sentence Investigation and/or contact with the U.S. Probation Office. The list will be compiled by the Correctional Counselor after verifying that all listed persons are acceptable. The Correctional Counselor will be responsible for keying the visitors' names into the visiting program.

An initial visiting list of immediate family members or a negative (no visitors requested) visiting list ordinarily will be keyed by Unit Staff within the first few days after an inmate's arrival at this facility. Additions and/or deletions must be keyed no later than two days before the first visiting day each week.

Unit Team will maintain a paper copy of the visiting list and all updates in section #3 of the inmate's central file. Purging of visiting lists from both the Visiting Program and the hard-copy files in the front lobby will be accomplished in accordance with established policy.

D. Other Authorized Visitors:

1. Law Enforcement:

Law Enforcement interviews will be coordinated by the Special Investigative Agent (SIA). All telephone calls regarding law enforcement visits will be directed to the SIA. The SIA will verify the identity of the law enforcement visitors.

All visits by law enforcement officials will be conducted in an area designated by the Captain. The SIS, Unit staff or staff designated by the Captain, will provide visual supervision for law enforcement visits with inmates. Inmates should be advised of their rights, when necessary, prior to the interview. The Paralegal/Attorney may be consulted if legal questions arise. Inmates may refuse to speak with law enforcement officials.

Examples of Law Enforcement visitors are as follows:

- a) U.S. Attorneys
- b) Law Enforcement Officers (U.S. Marshals, DEA, FBI, etc.)
- c) U.S. Probation Officers
- d) State and Local Law Enforcement Officials

Official visitors need only one (1) form of identification. Law enforcement officials will display a valid Law Enforcement Identification Card, which should contain current photo, signature and agency. Law Enforcement visitors will be escorted by staff to the interview location.

2. Attorneys, and Legal Staff:

During non-visiting days, approved Attorneys, Paralegals, Sponsors, Investigators or others who request admission to the facility to conduct interviews, will be processed as regular visitors and allowed entrance under escort by Unit staff supervising the visit. Upon completion of business, these visitors will again be escorted to the Outside Administration Building. Unit staff will provide visual supervision of the Attorney and support staff/client visits.

Upon conclusion of the visit, staff will search the inmate in accordance with established procedures. If the Unit staff member is a female, a male staff member will be contacted to conduct the above search. During visiting days, these individuals will be escorted to the Visiting Room in accordance with procedures. Attorney visits will be coordinated by the Unit Manager. Attorneys will request Attorney visits via the appropriate Unit Manager.

The Attorney must identify his/her State or Federal Attorney

Bar affiliation in the letter so as to allow for follow-up verification. The Unit Manager will forward a memorandum to the Front Lobby Receptionist, when an Attorney visit is approved.

The Unit Manager will coordinate visits for Attorney support staff (Paralegals, investigators, interpreters). All incoming telephone calls regarding Attorney support staff visitation shall be forwarded to the Unit Manager. The Unit Manager will forward appropriate forms to prospective support staff and follow-up on the background investigation, etc.

When visits are approved, the Unit Manager will forward an informational memorandum to the Front Lobby Receptionist.

If any suspicious activity occurs during the course of any Attorney/Support Staff visit, supervising staff should contact the Operations Lieutenant. Examples of suspicious activity are as follows: 1) excessive physical contact; 2) suspected passage of contraband; 3) intoxication. Attorneys are expected to display a professional demeanor while in the institution.

3. Consular Visits: An inmate who is a citizen of a foreign country shall be permitted to visit the Consular representative of that country upon the approval of the Warden. These visits shall be coordinated through the J Unit Manager.

E. ENTRY PROCEDURES AND GUIDELINES:

1. Number of Visitors:

Normally, only five (5) visitors, inclusive of children, will be allowed to visit an inmate at any given time. Allowance of more than five (5) visitors requires prior approval from their respective Unit Manager. Children under sixteen (16) years of age must be accompanied by a responsible adult.

2. Identification:

Inmate visitors, except for children under sixteen years of age must produce photo identification with signature before being permitted into the institution. Visitors arriving at the institution without proper identification will not be allowed access to the institution.

Any identification that is not sufficient to provide positive identification will be referred to the Operations Lieutenant for final determination.

3. Processing Requirements:

The Front Lobby Receptionist shall confirm the inmate is confined at FMC Devens via the Visiting Program. After the visitor has signed in and completed and signed the Notification to Visitor form, the Front Lobby Receptionist shall verify the visitor(s) has/have proper identification. Upon confirmation, the Front Lobby Receptionist will determine whether the visitor is approved via the Visiting Program. It is important that all visitors for one inmate are processed together in order not to breach the security of a Witsec inmate. If approved the Front Lobby Receptionist will notify the Visiting Room #1 Officer that inmate (name and number) has a visit. The Visiting Room #1 Officer will notify the inmate's housing unit or detail supervisor that the inmate has a visit. If the inmate cannot be located by the Unit Officer or the Detail Supervisor, the Visiting Room # 1 Officer will advise Control Center staff to page the inmate via the Public Address System.

All inmate visitors, with the exception of children under the age of 16, will sign the log book at the Front Lobby Receptionist's Desk. The Front Lobby Receptionist will ensure that he/she processes all visitors in accordance with established procedures. The Front Lobby Receptionist will instruct all inmate visitors, with the exception of Federal, State, and Local Law Enforcement Officials, members of Congress and the Judiciary, to complete a Notification to Visitor Form. All sections will be thoroughly completed.

After this notification, processing of inmate visitor(s) shall proceed utilizing the walk-through metal detector, stamping the visitor's hand, and verification that the stamp is visible using the black light. The visitor will then be identified via the Visiting Program.

Once the visitor(s) has been processed, the visitor(s) will proceed to the Visiting Room, escorted by the designated staff member. The visitor's photograph identification along with the Notification to Visitor Form will be hand carried to the Visiting Room and relinquished to the Visiting Room #1 Officer upon entry into the Visiting Room. The Control Center #1 Officer will verify the visitor(s) stamp(s) using the black light, before permitting entrance into the institution.

Upon the visitor's entrance into the Visiting Room, the visitor's photograph identification and Notification to Visitor Form will be retained and filed by the Visiting Room #1 Officer until conclusion of the visit.

The Visiting Room #1 Officer will then verify the hand stamp of all visitor(s), via the black light. He/she will ensure that the Visiting Assistance and Information Form (Attachment #1) is available to all visitors upon processing into the

Visiting Room. The visitor(s) will then be seated to await the inmate's arrival.

Upon completion of the visit, the inmate and visitor(s) will report to a Visiting Room Officer. The inmate must be positively identified via the inmate's identification card. The Visiting Room Officer will then instruct the inmate to wait by the inmate search room. The Visiting Room #1 Officer will then verify all visitor's hand stamps using the black light and relinquish the visitor's photograph identification and Notification to Visitor Forms to the designated Escorting Officer. The visitor(s) will then be escorted to the Outside Administration Building. The Control Center #1 Officer will verify all visitor's hand stamps, using the black light, and positively identify all visitors using their photo identification prior to releasing the visitor(s) from the control sally-port. The Front Lobby Receptionist will ensure each visitor's photograph identification is returned to the visitor and the Notification to Visitor Form is completed. Each visitor's hand stamp will be verified, using the black light, prior to the visitor's departure.

In the event that a visit is denied for any reason, the Operations Lieutenant or Institution Duty Officer (whomever denied the visit) will log the same in the log book which is maintained at the Front Lobby desk.

The reason for the denial must be clearly delineated in the log. A follow-up memorandum will be routed to the Captain. All visitors to the FPC will sign in, display photograph identification and complete the Notification to Visitor form. All visitors departing the FPC will sign out using the visitors log, and be identified using their photo identification.

4. Special Housing Unit Inmates:

Visitors to inmates housed in the Special Housing Unit will be processed in accordance with the procedures identified in this Institution Supplement. The Front Lobby Receptionist will telephonically contact the Special Housing #1 Officer and advise him/her of the visit. The Special Housing #1 Officer will notify the Operations Lieutenant of all visits and advise of any separation issues as described in this section. Inmates who require separation will not be permitted in the visiting room at the same time. The Special Housing #1 Officer will ensure that this does not occur, based on his/her review of pertinent and relevant information maintained on each inmate in the Special Housing Unit. All Special Housing Unit inmates and their visitors will sit in a designated area directly in front of the Visiting Room Officer's desk when the visits are conducted in the visiting room.

All mental health unit visits will be determined on an individual basis by Mental Health and Unit Staff in conjunction with Correctional Services.

5. Non-Contact Visits:

The Warden may restrict all physical contact between inmates and visitor(s) when information and/or the status of the inmate warrants.

Under such circumstances, the visitor(s) will be informed of this restriction prior to being processed for visiting. Duration of the visit will normally be limited to one (1) hour. The inmate will also be informed of the Non-Contact Visit Restriction by the processing Visiting Room Officer, prior to entrance into the Visiting Room.

Any refusal of Non-Contact Visit conditions by either the visitor(s) or the inmate will be documented in a memorandum. The staff member who witnesses the refusal shall also prepare a memorandum, including name of visitor(s) or inmate refusing the visit, date, and time.

All Non-Contact Visits will be conducted in one of the Attorney/Client rooms located in the visiting room, in the presence of a staff member. Normally, Unit Staff will provide supervision. The staff member will physically sit in the room the visit is being conducted to ensure adherence with the non-physical contact status. The table located in this room will normally provide a means of ensuring no physical contact occurs. The inmate and visitor(s) shall be seated as directed by the supervising staff member. Any attempts to deviate from the specified seating arrangements by either the inmate or the visitor(s), will be cause for termination of the visit.

6. Security:

All visitors, with the exception of Federal, State, and Local Law Enforcement officials, Members of Congress and the Judiciary will be required to pass through the metal detector at the FMC. Any visitor registering a positive reading will be screened using a portable transfrisker. If this scan proves positive, the visitor will be given the opportunity to produce the metal object. Failure to produce the object creating the positive reading will be just cause for denial of a visit. Only the IDO in consultation with the Operations Lieutenant can deny a visit.

All denials and terminations of visits will be documented in a memorandum by the witnessing staff member describing the basis for the action, including the date, the time, staff witnesses, persons involved, and reasons for the termination

and/or denial. The original report will be submitted to the Captain for review no later than the end of the workday on the day of the incident. The Captain will then forward the report to the Warden through the AW(P) for review.

Visitor lockers will be available in the Front Lobby for any items not authorized for retention in the visiting room.

All coats and jackets will be searched and e-scanned prior to entrance into the visiting room at the FMC and be hand searched at the FPC.

Medication will not be allowed in the visiting room with the exception of nitroglycerin.

There will be no smoking items allowed in the visiting room.

Only small clear change purses will be allowed in the Visiting Room. The Front Lobby Receptionist will first inspect the change purse prior to the visitor taking it into the visiting room.

Only those items needed for an infant's stay will be authorized in the Visiting Room. Allowable items are as follows:

- a) 5 diapers
- b) 1 formula mix (sealed)
- c) 1 plastic jar of baby food (sealed)
- d) 1 empty baby bottle (plastic)
- e) 1 serving spoon (plastic)
- f) 1 small clear plastic tote bag for the above contents.

Changing stations are available in the rest rooms in the Front Lobby and visiting room.

All items entering the visiting room will be thoroughly inspected by the Front Lobby Receptionist prior to admission.

F. VISITING ROOM PROCEDURES AND GUIDELINES:

1. Visitor's Attire:

All visitors will be dressed appropriately. This requirement includes footwear and clothing appropriate for a correctional setting. Visitors are not permitted to wear revealing or provocative clothing, which includes, but is not limited to; mini skirts, spandex, sleeveless shirts, tube tops, tight fitting or see through clothing or khaki clothing.

The Front Lobby Receptionist will contact the Operations Lieutenant or Institution Duty Officer (IDO) whenever questionable situations arise. They may disallow a visit under these circumstances.

2. Inmate's Attire:

Only institution issued clothing and institution approved shoes will be allowed in the visiting room. Inmates are not authorized to wear athletic clothing in the Visiting Room. Approved shoes will have a colored tag attached to the shoes at the beginning of the visit by the visiting room officer. This tag must stay on the duration of the visit and will be removed by the visiting room officer at the completion of the visit. If the tag is removed before the visiting room officer removes it, the shoes will be confiscated and the inmate will be referred to the Lieutenant's Office.

3. Inmate Searches:

All inmates entering and exiting the visiting room are to utilize the rear entrance, next to R & D. All inmates are to be pat searched thoroughly upon entry and only the following items are authorized for entry.

- 1 - comb
- 1 - religious medal (with chain)
- 1 - wedding band (plain)
- 1 - approved religious headgear
- 1 - pair of glasses
- 1 - handkerchief
- Life Sustaining Medication (heart, asthma, etc.)

The Visiting Room #2 Officer will note any of the above items on the Inmate Personal Property Visiting Room Check Off Sheet (Attachment #3) as the inmate enters the Visiting Room.

All inmates departing the Visiting Room will be strip searched by a male staff member. All personal items on the inmate will be verified by the staff member conducting the search, utilizing the inmate personal property visiting room check-off Sheet.

4. Behavior:

Visitors are required to maintain control of children at all times. Failure to do so may result in termination of the visit. All visitors and inmates are expected to conduct themselves in a responsible manner. Conduct which disrupts

the orderly atmosphere of visiting or offends other adults or children may be grounds to terminate the visit. Disruptive and/or offensive behavior will be reported to the Operations Lieutenant. The Operations Lieutenant is authorized to terminate a visit for disruptive and/or offensive behavior. Such conduct involving an inmate will result in an Incident Report.

5. Vending Machines:

Visitors are encouraged to bring sufficient change for use of the vending machines. Only visitors are authorized to purchase products from the vending machines. Inmates are not authorized to receive any funds while visiting. No funds may be left at the institution for any inmate. The Visiting Room #1 Officer will make no exceptions. Inmates are not authorized in the vending machine area at the FMC, nor in the Children's Activity Area.

6. Counts: No inmates will be processed into the visiting room during any count. Visitors may be processed during a count. Once the count is cleared and documented, the inmate may be processed into the visiting room. This may result in a delay for the visitor while waiting for the count to clear. The visitor should be informed of the delay.

7. Restricted Areas:

Visitors should not be outside of the parking lot area. This includes the fields, woods and perimeter road surrounding the institution.

G. SUPERVISION OF VISITS:

The Visiting Room #1 Officer will be responsible for maintaining the Inmate Visitor's Log (Attachment #4). Completed Inmate Visitor's Logs will be turned in to the Captain's Office. When visitors arrive at the Visiting Room, the Visiting Room #1 Officer will document all pertinent information and ask the visitor(s) to be seated to await the inmate's arrival. The Visiting Room #1 Officer will positively identify each inmate entering or leaving the Visiting Room by use of the inmate's identification card. His identification card will be returned to him at this time and he will be instructed to wait by the search room for processing.

Officers assigned to the visiting room shall supervise inmate visits continuously to prevent the introduction of contraband and to ensure the security and good order of the institution. The Visiting Room Officers will ensure that all visits are conducted in a quiet, orderly, and dignified manner.

The Operations Lieutenant and the Institution Duty Officer will make periodic checks of the Visiting Room.

H. VISITS FOR HOLDOVER INMATES:

Visits for inmates in a holdover status will follow the same procedures in place for designated inmates.

5. **ISSUING DEPARTMENT:** Correctional Services

6. **EFFECTIVE DATE:** This Supplement is effective upon issuance.

David L. Winn, Warden

Distribution: Warden
NERO
AFGE Local 0222

Federal Medical Center,
Federal Prison Camp
DEVENS, Massachusetts
Phone: (978) 796-1000

FMC Visiting Days: Thursday - Sunday and holidays (8:00 AM - 3:00 PM)
(Closed Monday, Tuesday and Wednesday, except federal holidays)

FPC Visiting Days: Saturday, Sunday and Federal Holidays (8:00 AM - 3:00 PM)
Friday, 1:00pm - 8:00pm.

VISITING ASSISTANCE AND INFORMATION

1. The Federal Medical Center (FMC) and the Federal Prison Camp (FPC), DEVENS, are located directly off Route 2, at the Jackson Road exit (exit 37), turn right on Patton Rd and the institutions are on the right.
2. Information for visitors arriving at FMC/FPC Devens via Commercial Bus or Air Transportation: Directions may be obtained by the A & O handbook, or from Unit Team staff.
3. All persons authorized to visit at this facility will be sent a copy of this form by the inmate. Ordinarily, all members of the immediate family (parents, brothers, sisters, wife, children) will be placed on the inmate's approved visiting list. NO PERSON MAY VISIT UNLESS HE/SHE HAS BEEN APPROVED IN ADVANCE AND DOCUMENTED AS VISITORS ON THE INMATE'S VISITING LIST. All visitors must carry picture identification (such as a valid Driver's License, current passport with photo, alien identification card with photo) in order to be admitted to the visiting room. The authorized form of identification is a document with the visitor's photograph and signature.
4. Each FMC inmate is afforded a total of twelve (12) points for the opportunity to visit per calendar month. The points used shall be dependent upon which day the visit occurs. Two (2) points will be used for each weekend day/Federal Holiday visit. One (1) point will be used for normal weekday visits (Thursday and Friday). Therefore, it shall be necessary to coordinate your visits with the inmate to be visited in order to ensure your visit is not denied. No point system is issued at the FPC.
5. The Warden may deny, limit, or place restrictions on normal visiting privileges. These restrictions may include duration of visit supervision, physical contact between inmate and visitor(s), and/or any restriction to maintain the security and control within the institution, when circumstances and/or information warrant this action.

6. Due to overcrowded conditions, which may sometimes exist, visits may be terminated (on a first-in, first-out basis) in order to accommodate others wishing to visit.
7. Children under sixteen (16) years of age must be accompanied by a responsible adult, parent or guardian. There will be no more than five (5) visitors, including children, visiting an inmate at one time, unless prior approval for additional visitors has been granted through the Unit Team. Adults will maintain control of their children at all times.
8. Sandwiches, soft drinks, and candy are available from vending machines in the visiting room. Visitors are not permitted to bring any food into the visiting room area. Visitors may purchase food for the inmate, but may not give the inmate money at any time.
9. Visitors are not permitted to bring photographic or recording equipment on institution grounds. Cellular phones and/or pagers are not authorized inside the institution.
10. Large purses or tote bags will not be permitted into the visiting room. These purses or carrying bags should be secured in the visitor's respective automobiles or placed inside the available lockers. Only a small clear change purse is authorized inside the visiting room. Lockers will be available in the Front Lobby at the FMC for any items not authorized for retention in the visiting room.

Additionally, only a small amount of baby articles will be permitted.

Allowable items are as follows:

- a) 5 diapers
- b) 1 formula mix (sealed)
- c) 1 plastic jar of baby food (sealed)
- d) 1 empty baby bottle (plastic)
- e) 1 serving spoon (plastic)
- f) 1 small clear plastic tote bag for the above contents

Changing stations are available in the rest rooms in the Front Lobby and Visiting room.

11. Visitors will not be allowed to bring games and/or toys into the visiting area. Video cassettes will be available in the institution for children's viewing. Newspapers, magazine clippings, photo albums, etc., will not be permitted. No make-up will be permitted in the institution.

There is a children's room available for use, no food or drink items are allowed inside this room.

12. Visitors are not permitted to smoke inside the institution.
13. All visitors will be dressed appropriately. This requirement includes footwear and clothing appropriate for a correctional setting. Visitors are not permitted to wear revealing or provocative clothing, which includes, but is not limited to; mini skirts, spandex, sleeveless shirts, tube tops, tight fitting or see through clothing or khaki clothing.
14. Upon arrival, each visitor will complete a "Notification to Visitor Form" and ensure it is completed before entering the visiting room to include signing the form. Failure to sign the form will result in denial of the visit.
15. Once visitors have checked into the institution, they are not permitted to return to their automobiles or leave the visiting area. If this occurs, the visit will be considered over.
16. It is a federal offense to introduce or attempt to introduce any article into or upon the grounds of this institution without the expressed consent of the Warden or his authorized representative. You are prohibited from introducing Narcotics, Alcohol, Firearms or explosives onto the Federal Reservation. Any effort to circumvent or evade these regulations may result in the denial of future visits. Any violation of Federal laws will be reported to the appropriate agency. Visitors need to know that persons and packages may be searched at this facility.

(18 U.S.C. 1791, provides a penalty of imprisonment for not more than twenty years, a fine or both for providing to an inmate anything whatsoever without the knowledge and consent of the Warden)

17. Individuals are not permitted to loiter on institution grounds. They are not authorized to stay in vehicles while waiting to visit or for visitors to complete visits. Visitors should not be outside the parking lot area. This includes the fields, woods and perimeter road surrounding the institution.
18. Medication will not be allowed in the visiting room with the exception of Nitroglycerin.
19. No inmates will be processed into the visiting room during any count. During the 10:00am count on weekends and Holidays no inmates will be processed until the count is cleared. Visitors may be processed during this count however, will experience a delay while waiting for the inmate to be processed.

20. Visitors are precluded from bringing animals on institutional grounds, except for dogs that assist persons with disabilities. The visitor must provide staff with certification that the dog is trained for that purpose.
21. With the Exception of Visitor Vehicles with the Handicapped Placards, the designated area for visitor parking is at the rear of the parking lot.
21. Any falsification of forms or violations of the established visiting policies or procedures may result in the suspension of visiting privileges.

NOTE: THE VISITING ROOM IS A PUBLIC PLACE AND CHILDREN ARE USUALLY PRESENT. YOU ARE EXPECTED TO CONDUCT YOURSELF ACCORDINGLY. HANDSHAKING, EMBRACING AND KISSING ARE ORDINARILY PERMITTED WITHIN THE BOUNDS OF GOOD TASTE, ONLY AT THE BEGINNING AND AT THE END OF THE VISIT. IF AT ANY TIME DRESS ATTIRE BECOMES QUESTIONABLE, THE OPERATIONS LIEUTENANT IN CONJUNCTION WITH THE INSTITUTION DUTY OFFICER MAY DECIDE TO TERMINATE THE VISIT.

RECEIPT OF THIS INFORMATION IS NOT AUTOMATIC APPROVAL FOR VISITATION. IT IS THE RESPONSIBILITY OF THE INMATE TO NOTIFY ALL APPROVED VISITORS.

ATTACHMENT 2

Federal Medical Center
DEVENS

Initial Inmate Visiting List Request**DATE:** _____**TO:** Correctional Counselor**FROM:** _____**SUBJECT:** Initial Inmate Visiting List

I request that the below individuals be included on my approved visiting list at FMC DEVENS.
All identifying information is listed below.

NAME	RELATIONSHIP	ADDRESS	AGE
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ATTACHMENT 2A

Federal Prison Camp
DEVENS
Initial Inmate Visiting List Request

DATE: _____**TO:** Correctional Counselor**FROM:** _____**SUBJECT:** Initial Inmate Visiting List

I request that the below individuals be included on my approved visiting list at FPC DEVENS.
All identifying information is listed below.

NAME	RELATIONSHIP	ADDRESS	AGE
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DATE: _____

NO JEWELRY OTHER THAN RELIGIOUS MEDALS OR PAPERS OF ANY KIND PERMITTED WITHOUT EXPRESSED WRITTEN APPROVAL. ANYTHING OTHER THAN THE ABOVE APPROVED ITEMS WILL BE RETURNED TO THE HOUSING UNIT BEFORE ENTERING THE VISITING ROOM. ALL UNAUTHORIZED ITEMS LEAVING THE VISITING ROOM WILL BE CONFISCATED.

NECKLACES AND RELIGIOUS MEDALS WILL BE ITEMIZED, (I.E. 1 YELLOW CHAIN, 1 WHITE MEDALLION, ETC.)

Attachment 4

INMATE VISITOR'S LOG

DATE: _____

[illegible]